

[illegible]

INSTRUCTIONS KEM 16

COLUMN A - SLA FUNDED STAFF -List names of staff members for which SLA funding is requested.

COLUMN B - POSITION - List positions of SLA funded staff

COLUMN C - % OF TIME WORKED SLA - Enter the % of time worked SLA by the position listed in column A in the appropriate column to indicate whether the position is full or part-time.

COLUMN D - ESTIMATED PERSONNEL EXPENSES - Enter dollar amounts for total salary and employee benefits such as retirement, insurance, etc.